

Internal/External
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

October 12, 2007

Job Title:	Maintenance Worker	Position No.:	64122903
Division:	Riverside Youth Correctional Facility	Bargaining Unit:	MEA-MFT-RYCF
Location:	Boulder	Supplement:	No
Status:	Regular/ Full Time	Shift:	To be determined
Salary:	\$12.541—15.56		
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
hrcen@mt.gov
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406) 444-4551

email to

No later than 5:00 p.m., October 26, 2007

Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

Special Information: Riverside Youth Correctional Facility provides long-term custody, supervision, education and treatment of adjudicated delinquent adolescent female offenders between the ages of ten and seventeen who are committed to the Department of Corrections by the Youth Courts of Montana. The facility works under a Relationship Model that requires all staff to actively interact with the offenders during all aspects of programming.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4394. The Department of Corrections is a smoke free agency.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position.

Typical Duties:

Performs skilled maintenance/ janitorial work using knowledge of carpentry, mechanics, and painting and cleaning products in repairing, and maintaining buildings, structures and equipment.

- Reviews written work orders submitted by staff or receiving verbal orders from supervisors and making the necessary repairs using supplies and equipment appropriate for the repairs needed

- Repairs buildings, property or equipment to ensure that all heating, electrical and plumbing systems and work areas are functioning properly by replacing broken windows, electrical outlets or light switches, light fixtures and bulbs, toilet parts, plumbing valves or pipes, etc..
- Installs or repairs locks which secure doors or cabinets to ensure the buildings or cabinets are secure and safe by removing existing locks or cores and cutting new keys, or purchasing and installing new locks.
- Monitors and inspects fire safety equipment on monthly basis, reporting deficiencies and coordinating repairs as needed.
- Maintains facility owned or leased vehicles for safe operation according to policies and procedures.
- Repairs and maintains maintenance equipment such as drills, saws, grinders, etc. by checking their condition regularly and replacing parts, tightening loose bolts and making minor adjustments according to manufacturers specifications as needed.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate.
- Inspects buildings to determine if they are secure and safe for use by walking through buildings and visually or physically checking HVAC/Boiler, locks, doors, windows, floor coverings, furniture and other fixed or furnished items.
- Fertilizes waters and mows the campus lawn routinely to keep it well trimmed and neat in appearance using fertilizer, sprinkling and mowing equipment as needed.
- Removes snow from sidewalks, steps, and roads to provide safe walkways and driveways for staff, offenders and visitors by using a shovel, broom, ice melt or other equipment.
- Oversees, directs and inspects the work of outside contractors or vendors hired to perform work that cannot be accomplished by the maintenance worker by meeting with their workers prior to and while work is being performed to provide unique program information relating to the security and safety needs of the facility and to ensure the work is performed according to expectations.
- Communicates routine and critical maintenance and repair issues to supervisory or line staff to provide information about maintenance system problems or concerns by attending meetings or personally contacting individuals.
- Ensure the cleanliness of common areas of various buildings by using cleaning supplies as directed on a scheduled basis.

Other Duties

- Purchases supplies and equipment needed for routine maintenance/janitorial, construction and repairs according to state and agency policies and procedures by contacting the DOC Purchasing and Supply Technician to have the items purchased and delivered or by purchasing the items directly from approved accounts.
- Physically or verbally intervenes with offenders who act out to protect the staff, offender or others using Non Violent Crisis Intervention techniques.
- Participates on the facility safety committee by attending meetings and providing input.
- Participates in and plan for facility security and special events.
- Responds to emergencies such as fires, disturbances, escapes, or injuries to assist in restoring normal operations and maintain a safe campus by reporting to work as requested and performing duties related to either maintenance or the Emergency Response Team.
- Occasionally supervises offender workers while they perform maintenance duties such as painting, lawn mowing and minor repairs to ensure they perform work safely according to program rules and project requirements.
- Inventories state property to ensure state owned property is accounted for by using inventory lists and assisting other staff to compare the listings with property tags and providing inventory data to the Administrative Assistant.
- Maintains logs for facility key control and issue.
- Completes behavioral, medical and informational incident reports as required.
- Produce a variety of reports on a daily, weekly, and monthly schedule. (Work order, safety, disciplinary, boiler inspection and other reports.)

Because of the close working relationship with youth offenders and their families, the applicant of

this position is always at risk of personal danger and open to severe criticism. These types of occupational requirements create an atmosphere of high-stress. Understanding and dealing with relationship strategies and behaviors in others is a practiced part of this position at all times.

Competencies:

Loyalty And Dedication:

Adheres to organizational goals and the tasks at hand. Aligns actions and activities with the needs and goals of the organization.

Reliable And Dependable:

Reliable and dependable in performing job-related tasks.

Initiative:

Identifies and seizes opportunities; displays an independent, energetic spirit and readiness to undertake or experiment to improve the organization.

Self-Starter:

Exhibits initiative and motivation; seeks increased responsibilities. Exhibits energy and foresight in evaluating and responding to challenging situations, problems and opportunities.

Personal Accountability and Ownership:

Takes pride in the job. Actively engages in professional self-development opportunities. Accepts individual responsibility for all actions taken.

Education and Experience:

The above knowledge, skills and behaviors required to perform the duties of this position are typically attained through a combination of 1 year job-related college or vocational training and/or 1 to 2 years of job-related work

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT FOR AN APPLICANT WHO DOES NOT MEET THE MINIMUM YEARS OF EXPERIENCE.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections.

****HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH.****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____